



## **The Certificate of Eligibility for Specialist Registration – via Article 14, PMETB: An application guide**

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In **Section 1** we looked at how to get started and given advice on:

- decision time
- patience
- joining a peer group
- strategy
- referees.

In particular we would advise you to:

- set a date for submission and stick to it
- allow a time scale of 6–12 months and don't be put off by the lack of a quick response
- collect more documents while waiting
- select referees wisely.

### **1.2 Reflection**

Before you start, think about previous applications you have made. Consider the factors that helped or hindered your success?

In **Section 2** we discussed how to prepare your application and looked in detail at requested information and documentation. In particular, we have advised you to:

- ensure you provide adequate documentation as proof of your identity
- prepare your CV and list details in reverse chronological order. Don't worry about the length of the CV as it is not for a job application and PMETB need much more detail
- provide validated certificates of qualifications and good standing
- provide College CPD certificates and details of any courses attended
- provide evidence of training, teaching, appraisals and awards

- provide evidence of job plans, job descriptions with summary of activities
- include all the relevant documents of service development. Remember to include validated summary of audits and research
- provide validated copies of appraisals as evidence of health and probity.

### **2.16 Reflection**

Think of a time when you felt able to improve professionally, perhaps as a result of external influences such as inspiration from a presentation, professional training, or through discussions with your peers? What were you able to achieve as a result? What effect did this have on the service?

In **Section 3** we have looked at the process of submission to ensure materials are gathered and delivered in the correct format.

- Submit only validated evidence, stamped, signed and dated by your Consultant or Clinical Director. This may be a tedious exercise but is mandatory and proves authenticity.
- Use the College 360 Appraisal where possible and add testimonials from relevant professionals.
- Remember to itemise all evidence under the Good Practice guidelines.
- Keep copies of everything you send.
- Always use your PMETB reference number on correspondence.
- Include the signed and dated Statutory Application form.
- Send Recorded Delivery.

In **Section 4** we examined the use of time post submission to final completion. Remember to:

- use your reference number in all correspondence
- engage your team in the process
- finish your audit and research
- respond effectively to the Certification officers' requests
- have a set time each week for further delivery
- maintain momentum and direction
- be inclusive and comprehensive
- append a copy of the original Application form to each subsequent submission
- itemise the additional material

- resist the *Freeze Phenomenon*.

### 4.3 Reflection

Think about how you might react if you received a letter from PMETB requesting additional evidence to continue with your Article 14 application?

### Useful information

Ref	Details	Further information
(1)	<b>PMETB Article 14 application pack</b>	<b>Website:</b> <a href="http://www.pmetb.org.uk/index.php?id=cesr">http://www.pmetb.org.uk/index.php?id=cesr</a> <b>Email:</b> <a href="mailto:applicationpack@pmetb.org.uk">applicationpack@pmetb.org.uk</a> or for further information: <a href="mailto:info@pmetb.org.uk">info@pmetb.org.uk</a> For Article14 legislation/policy queries: <a href="mailto:article14@pmetb.org.uk">article14@pmetb.org.uk</a>
(2)	<b>Royal College of Psychiatrists CPD Programme</b>	<a href="http://www.rcpsych.ac.uk/training/cpd.aspx">http://www.rcpsych.ac.uk/training/cpd.aspx</a>
(3)	<b>360 degree appraisal (ACP 360)</b>	Royal College of Psychiatrists Centre for Quality Improvement (CCQI) 4th Floor, Standon House 21 Mansell Street London E1 8AA <b>Email:</b> <a href="mailto:acp360@cru.rcpsych.ac.uk">acp360@cru.rcpsych.ac.uk</a> <b>Tel:</b> 020 7977 6664 / 020 7977 6663 <b>Fax:</b> 020 7481 4831  <b>Website:</b> <a href="http://www.rcpsych.ac.uk/clinicalservicestandards/centreforqualityimprovement/acp360.aspx">http://www.rcpsych.ac.uk/clinicalservicestandards/centreforqualityimprovement/acp360.aspx</a>

### Further reading

**Apply2Medicine**, *PMETB Article 14 (CESR) Application Support*, [[website](#)]

**Ouraishi, S. and Chaudhry, I. (2007)** An alternative route to the top. *British Medical Journal Career Focus*, 26 May, (334) 187-189.

**Department of Health (2001)** *Postgraduate medical education and training. The Medical Education Standards Board. A paper for consultation*. London: Department of Health Publications, 2001

**Department of Health (2002)** *Medical, health care and associated professions. The general medical practice and specialist medical education, training and qualifications order 2003. Consultation document*. London: Department of Health Publications

**Education and Training Centre** Professional Development in Mental Health Care. Raising Standards ...achieving excellence [[website](#)]

**General Medical Council (2001)** *Good medical practice*. London: The General Medical Council

**Green, M. (2006)** Career focus: Article 14 and the PMETB: light at the end of the Tunnel, *British Medical Journal*. 16th December [[article](#)]

**Postgraduate Medical Education and Training Board (2005)** *Background information on Article 14*. London: PMETB

**Royal College of psychiatrists (1998)** *Higher Specialist Training Handbook* (Occasional Paper OP43). London: Royal College of Psychiatrists

**Royal College of Psychiatrists (2006)** *A Competency Based Curriculum for Specialist Training in Psychiatry: Core and General Module*. London: Royal College of Psychiatrists. [[pdf](#)]

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